



Administration for Children and Families

Administration on Children, Youth and Families

Fellowships for University-Based Doctoral Candidates and Faculty for Research in Child Maltreatment

HHS-2014-ACF-ACYF-CA-0803

Application Due Date: 06/09/2014

Fellowships for University-Based Doctoral Candidates and Faculty for Research in Child Maltreatment

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Administration on Children, Youth and Families - Children's Bureau
Funding Opportunity Title: Fellowships for University-Based Doctoral Candidates and Faculty for Research in Child Maltreatment
Announcement Type: Initial
Funding Opportunity Number: HHS-2014-ACF-ACYF-CA-0803
Primary CFDA Number: 93.670
Due Date for Applications: **06/09/2014**

Executive Summary

Notices:

- In Fiscal Year (FY) 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files. Please see *Section IV.2. Content and Form of Application Submission* for detailed information on this requirement.
- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit “How to Apply for a Grant” on the ACF Grants Page at <http://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

The purpose of this 24-month fellowship program is to identify, develop, and empower a new generation of scholars who will use their research to generate new knowledge in child maltreatment and will pursue careers in child abuse and neglect research. This funding opportunity announcement (FOA) provides funds for fellowships to eligible institutions to support doctoral candidates who demonstrate a strong commitment to the study of child maltreatment, and faculty who will conduct research on critical issues in child abuse prevention and treatment and provide mentorship to the emerging scholars. These fellowships serve to help cultivate the academic infrastructure and support the growth of university-based research capacities. The Children’s Bureau will fund proposals that utilize multi-method research designs, including, but not limited to, the following topics: economic evaluations of interventions to improve outcomes of children and families in or at risk of entering the child welfare system; studies that examine the relationship between neglect and poverty; and studies that examine resiliency and protective factors for children experiencing or at risk of child maltreatment. When appropriate, studies are encouraged to address these topics using secondary research on existing data sets. Doctoral candidates concentrating on child maltreatment issues in their fields of social work, social and behavioral science, public health, medicine, and economics are the target of this support.

I. Program Description

Statutory Authority

The legislative authority is section 104 of the Child Abuse Prevention and Treatment Act (CAPTA) (42 U.S.C. 5105), as most recently amended by the CAPTA Reauthorization Act of 2010; Pub.L. 111-320, enacted on December 20, 2010.

Description

BACKGROUND

The Administration on Children, Youth, and Families (ACYF), Children's Bureau (CB) administers national programs for children and youth, works with states and local communities to develop programs and services that support and strengthen families, and seeks out joint ventures with the private sector to enhance the lives of children and their families. The work of the CB ranges from providing guidance on federal law, policy and program regulations, to funding essential services-operated child welfare systems, to supporting innovation through competitive, peer-reviewed grants for research and program development.

The concerns of CB extend to all children from birth through adolescence. Many of the programs administered by the agency focus on children from families facing severe economic hardship; children who have experienced abuse or neglect; children and youth in or in need of foster care, independent living, adoption, or other child welfare services; children with disabilities; runaway, homeless, and trafficked youth; and children from Native American and migrant families.

CB's website (<http://www.acf.hhs.gov/programs/cb>) provides a wide range of information and links to other relevant websites. Before preparing an application, applicants can learn more about CB's mission and programs by exploring the website.

Children's Bureau History of Support for University-based Research

CB has an extensive history of funding fellowships to support doctoral research over the past 30 years. Between Fiscal Year (FY) 1991 and FY 2003, over 40 graduate research fellowships were funded for doctoral candidates to complete dissertations addressing critical issues in the field of child abuse and neglect. Beginning in 1991, the National Center on Child Abuse and Neglect (NCCAN), now the Office on Child Abuse and Neglect (OCAN), launched a program to award modest grants to provide support for graduate and medical students conducting research on important aspects of child maltreatment. Eight such awards were made in FY 1991; nine were awarded in FY 1992. In FY 1994, nine Graduate Research and Medical Research Fellowships in Child Abuse and Neglect were awarded. Four fellowships were awarded through what was then known as the University-based Doctoral or Medical Student and Faculty Fellowships in Child Abuse and Neglect in FY 1996. Finally, in FY 2003, 11 fellowships were awarded through the Fellowships for University-based Doctoral Candidates and Faculty for Investigator-Initiated Research in Child Abuse and Neglect.

The funding proved rewarding for CB and garnered the support of the field. The graduate research fellowship program was a highly productive research initiative that encouraged promising researchers to move into a career that involved child abuse and neglect, many of whom are established researchers in the field today. Moreover, the work of the fellowships provided new information that advanced the ability of the field to address critical issues in the field of child abuse and neglect in a number of key areas in both the prevention and treatment of child maltreatment.

Need to Support Emerging Researchers in Child Maltreatment Research

The field of child maltreatment research has made significant progress over the last decades, with publications on the topic of child maltreatment tripling over the last 20 years.[i] During this time the field of child maltreatment research has become increasingly complex, as more sophisticated research strategies

are employed and new knowledge is gained. As such, there is an increasing need to support the development of a new generation of scholars who will use their research to generate new knowledge in child maltreatment and will pursue careers in child abuse and neglect research. As stated in the Recommendations section of the 2013 report, *New Directions in Child Abuse and Neglect Research*, there is a current need for a dedicated and trained cadre of researchers with expertise across multiple disciplines and supports necessary to sustain high-quality and methodologically sound research to address the complex issues raised in child maltreatment research. The report recommends that federal agencies, in partnership with private foundations and academic institutions, invest in developing and sustaining a new generation of researchers who can examine issues of child abuse and neglect across multiple disciplines.

Purpose and Goals

The purpose of this FOA is to support the development and retention of qualified researchers in child maltreatment and promote rigorous research competencies. Through this FOA, it is the intent of CB to provide support for doctoral candidates who demonstrate a strong commitment to the study of child maltreatment, and faculty who will conduct research on critical issues in child abuse prevention and treatment and provide mentorship to the emerging scholars. These fellowships serve to help cultivate the academic infrastructure and support the growth of university-based research capacities.

This FOA for fellowships builds on the lessons learned over the last decade of child welfare and child maltreatment practice and research, as well as the learnings from the past University Fellowship grants issued by CB, with a focus on emerging areas that are high priorities for child welfare and an identified need to bridge a gap in current knowledge in the field. With the intent to promote a true multi-disciplinary approach to the many issues and questions surrounding child maltreatment and promote innovation in the field, CB is interested in supporting research efforts of more traditional human and social service disciplines as well as disciplines not historically linked directly to child maltreatment.

This FOA seeks to strengthen the national research infrastructure to address child abuse and neglect prevention and treatment, programs and policy through supporting new researchers and expert mentors.

The specific goals of the University Fellowship grants are:

1. To identify, develop, and directly support a new generation of scholars who will use their research to generate new knowledge in child maltreatment research. Along with supporting students' training and professional development as researchers, these grants contribute to the knowledge base in child maltreatment research. Students are expected to become autonomous researchers with specialized knowledge in child maltreatment and child welfare practice and policy issues.
2. To foster mentoring relationships between faculty members and graduate students who are pursuing doctoral-level research in child maltreatment. Doctoral students will work in partnership with a faculty mentor to foster skills necessary to support the graduate students' career trajectories. Within this mentoring relationship, scholars are expected to become independent researchers with the skills necessary to address emerging and persistent issues in child maltreatment with a high level of technical quality.
3. To encourage peer learning, active communication, networking and collaboration among graduate students, faculty mentors, and other senior child welfare researchers. Additionally, these grants aim to foster connection between researchers, policy makers, and other professionals across a variety of related disciplines and professional networks.
4. To support the research infrastructure at leading Universities to build greater capacity in child maltreatment research by supporting faculty and doctoral students. The faculty mentor and doctoral student(s) are expected to work on a collection of studies that contribute to the knowledge base under a shared conceptual framework.

Research Topics

CB intends to award grants to eligible institutions to support fellowships for one faculty mentor and one or two doctoral students. The faculty mentor and student(s) may use the funding to support new or ongoing

research projects in child maltreatment research. The faculty mentor and student(s) must employ a conceptual framework that explains the overarching connections between the individual studies. Studies funded through this FOA must have the potential to make a distinct and meaningful contribution to the current knowledge base in the proposed topic area to be addressed. Topics for the research grants available through this FOA are encouraged to focus on one of the following three themes:

I. Economic evaluations of interventions to improve outcomes of children and families in or at risk of entering the child welfare system.

Economic evaluations of child welfare programs and interventions to improve the outcomes of child and families in or at risk of entering the child welfare system are a current gap in current knowledge and of critical importance to the field^[ii]. More information is needed to accurately identify the resources needed to implement interventions in the child welfare field and meet the needs of specific participants, particularly evidence-based practices in child welfare. CB is interested in economic evaluations that examine the costs of program components, including direct services and administrative and infrastructure supports, specifically:

- Evaluations that examine case-level costs and consider stages of implementation (program start-up, ongoing service delivery, and implementation) to develop estimates of program costs;
- Studies that examine specific costs of various programmatic components using an ingredients-based approach or micro-costing that focuses on identifying detailed costs for each element of a program; and
- Studies that examine administrative and indirect cost, and make a distinction between direct services and administrative costs.

Economic evaluations supported by this grant may include cost analysis, cost-effectiveness analyses, and cost-benefit analyses. CB recently developed recommendations with key principles and concepts for assessing costs in child welfare and provides guidance for defining the scope of a cost analysis. The guide, “Cost Analysis in Program Evaluation: A Guide for Child Welfare Researchers and Service Providers” is available at: <http://www.acf.hhs.gov/programs/cb/resource/cost-workgroup>.

II. Studies that examine the relationship between neglect and poverty.

In federal fiscal year 2012 (FFY12), an estimated 3.4 million referrals were received by Child Protective Services (CPS) agencies nationwide. Of children with substantiated cases of child abuse and neglect, four-fifths or 78.3 percent of children were victims of neglect; in some instances in combination with other types of maltreatment.^[iii] Additionally, of child fatalities, 79.9 percent of children had suffered neglect either exclusively or in combination with another maltreatment type.^[iv] Studies have shown that maltreatment and other adverse childhood experiences increase the risk for negative mental and physical outcomes in adulthood and place children at risk for further harm. Specifically, neglect has been shown to alter the development of the body’s stress response system that compromises a child’s ability to cope with adversity. In particular, research indicates that severely neglected children are more likely to experience cognitive problems, academic delays, and deficits in executive functioning skills.^[v]

Work in the field has begun to demonstrate the connection between child maltreatment and family and community contextual factors, such as poverty. The National Incidence Study (NIS) has consistently shown that household economic status is the strongest predictor of a child’s risk of maltreatment. While some research exists in the field, more information is needed to fully understand the complexity of neglect and the related contextual factors of poverty and socioeconomic status. Such research would inform efforts to increase prevention and better intervene in cases of child neglect. CB is particularly interested in further examination of:

- the relationship between child neglect and poverty, including the relationship between subtypes of neglect (including chronic neglect) and poverty;
- the role of poverty and associated stressors in influencing the risk for child abuse and neglect; and
- the impact of various economic assistance strategies on child maltreatment tested through the use of

rigorous experimental study designs.

III. Studies that examine resiliency and protective factors for children experiencing or at risk of child maltreatment.

In FFY12, an estimated 686,000 children were victims of abuse and neglect.[vi] Consequences of maltreatment vary significantly from victim to victim and may affect the child physically, psychologically, and behaviorally throughout their lifetime.[vii] Effects of child maltreatment may include physical injuries, cognitive difficulties, poor physical health, poor peer relations, and poor mental and emotional health.

CB recognizes that while children that have experienced or are at risk of maltreatment are at greater risk for such negative outcomes, there are many children that demonstrate resilience in the face of adversity and are able to thrive despite their previous negative experiences. CB seeks to gain a greater understanding of the resiliency and the protective factors that are at play for these children that have experienced or are at risk of experiencing child maltreatment.

ACYF recently released a literature review conducted on protective factors for populations served by ACYF, available at: <http://www.dsgonline.com/ACYF>. Through these grants, CB intends to support the continued development of knowledge of resiliency, protective factors, and their respective linkages with regard to the experience of child maltreatment. Specifically, CB is interested in further examination of:

- the ways in which protective factors affect outcomes related to the well-being of at risk populations, including children who have already experienced maltreatment;[viii]
- factors that protect children that are at risk for abuse or neglect, but who have not yet been exposed;[ix]
- factors that impact the prevention of maltreatment for children that are at-risk;
- resilience and protective factors across developmental stages, genders, varying environments, and diverse cultures;
- establishing causality through longitudinal studies, ideally including those that begin prenatally in order to better track individual circumstances in which children and families are situated; and
- interactions that occur among risk factors, particularly in conjunction with protective factors and resilience.[x]

Use of Secondary Data

CB is committed to maximizing the use of secondary data analysis for the purpose of verification and extension of research findings. Over the past 20 years, the Children's Bureau's National Data Archive on Child Abuse and Neglect (NDACAN) has functioned as a centralized facility for the acquisition, preservation and dissemination of data sets relevant to the study of child maltreatment. For secondary analysis of existing data sets, CB encourages the use of data sets collected through ACF's funded projects. Currently NDACAN holds more than 100 data sets, both national and investigator initiated. National data sets include:

- National Child Abuse and Neglect Data Set (NCANDS);
- National Incidence Study (NIS);
- National Survey of Child and Adolescent Well-being (NSCAW);
- Longitudinal Studies of Child Abuse and Neglect (LONGSCAN);
- Adoption and Foster Care Analysis and Reporting System (AFCARS);
- National Youth in Transition Database (NYTD); and
- Other data stored at NDACAN (<http://www.ndacan.cornell.edu>).

Working with Other CB Discretionary Grant Projects

CB currently funds approximately 200 discretionary grants projects in over 40 different program areas. Through their work with a broad spectrum of populations within the child welfare arena, discretionary grantees develop a wealth of knowledge across numerous program areas. The findings from these

programs can be useful in informing the field. Grantees are strongly encouraged to utilize the knowledge being developed by CB discretionary research and demonstration projects and other related Training and Technical Assistance (T/TA) activities when developing proposals in response to this FOA. For more information on CB discretionary grant programs, please see <https://www.acf.hhs.gov/programs/cb/grants/discretionary-grant> and http://basis.caliber.com/cbgrants/ws/library/docs/cb_grants/GrantHome.

PROJECT REQUIREMENTS

NOTE: See *Section IV.2, Application and Submission Information/The Project Description*, for application instructions.

Structure of University Fellowship Grants

This FOA seeks to strengthen the national research infrastructure to address child abuse and neglect prevention and treatment, programs, and policy through supporting new researchers and faculty mentors. Projects funded through this FOA will work to fill in specific gaps of particular interest to CB. Funding for fellowships will be awarded to eligible institutions to support one faculty mentor and one or two doctoral students. Required qualifications of the faculty mentor and doctoral student(s) include the following:

Faculty Mentor: The faculty mentor must have a doctorate or equivalent in a relevant field and first or second author publications in peer-reviewed research journals. The mentor must have a mentorship plan that will support the students' training and professional development as a researcher, and foster skills necessary to support the graduate students' career trajectories.

Doctoral Student(s): The doctoral student must have completed doctoral coursework, have identified their dissertation committee, have an approved dissertation proposal, and be considered in good academic standing at their university. The doctoral student must have an approved dissertation proposal and advance to candidacy by September 30, 2014 (i.e., when the funding for this program would begin).

Conceptual Framework and Study Design

These 24-month fellowships will support specific topics of interest in the child maltreatment research field in which there are currently gaps in the literature or knowledge base. Topics of interest include, but are not limited to, the following areas: economic evaluations of interventions to improve outcomes of children and families in or at risk of entering the child welfare system; studies that examine the relationship between neglect and poverty; and studies that examine resiliency and protective factors for children experiencing or at risk of child maltreatment. The research questions and objectives for each study should link to the mission of CB and specific areas outlined for this FOA.

Project teams receiving support through this funding opportunity will have an advanced understanding of the current literature surrounding their proposed study topic of interest, including knowledge of where the current gaps exist. The work undertaken by these project teams will produce study findings that will address these identified gaps and will move the child maltreatment field closer to its goal of effectively serving children and families experiencing or at risk of maltreatment.

The faculty mentor and student(s) may use the funding to support a new or ongoing research projects in child maltreatment research. The faculty mentor and student(s) must employ a conceptual framework that explains the overarching connections between the individual studies. The studies are expected to be grounded in a sound conceptual framework that will guide the research process from start to finish. Each study must have the potential to have a distinct and meaningful contribution to current knowledge in the proposed topic area to be undertaken. Findings from the group of studies are expected to benefit child welfare policy and/or practice and advance the science of child maltreatment research.

Funded projects will be required to have a comprehensive study plan, including research methodology and study design that is of sufficient rigor to produce results that will strengthen knowledge base in child maltreatment research. Funded projects' study plans will also include the use of specific measures to be used in order to collect necessary data. The faculty mentor and/or student(s) will have an appropriate

working knowledge of the measures' psychometric properties and will consistently ensure that they are appropriate for usage with the population being studied. Specific information on how these measures are used will be included in each study's comprehensive data collection and analysis plan. Funded studies will also ensure that their planned sample size is appropriate and is of sufficient size to allow the project staff to draw conclusions based on study findings. Funded projects should also possess a realistic awareness of challenges of the proposed studies and must have strategies in place to avoid and/or address such challenges along the way.

Funded projects will use innovative research designs, which may include mixed-method research designs. This may include research methods using advanced statistical analysis, including, but not limited to, the use of structural equation modeling, hierarchical linear modeling, propensity score matching, survival analysis, meta-analysis, and network analysis. Additionally, grantees may use alternative research methodologies when appropriate for their proposed research questions. Non-traditional research such as qualitative studies, ethnographic studies, and policy studies, is allowed. Funded projects will have sound plans in place for ensuring compliance with regulations related to confidentiality and securing informed consent when necessary. Funded projects will ensure that the study designs being used are culturally sensitive and appropriate for the population(s) being studied.

Grantees are encouraged to use secondary data where appropriate. Additionally, grantees may collect data in partnership with one or more agencies or organizations in local jurisdictions (e.g., child protective services; child welfare agencies; juvenile; criminal; and family courts; mental health agencies; schools; community-based family resource and support programs; homelessness and housing agencies; transitional living programs) and may provide informative data analysis to the cooperating agency.

Dissemination

NOTE: See *Section IV.2, Application and Submission Information/The Project Description/Dissemination*, for application instructions.

CB requires that information and knowledge generated by these research studies will be shared with the field and efforts will be made to integrate project knowledge into policy and practice. Grantees must disseminate strategically and incorporate dissemination activities into their work. Their dissemination activities will focus on key target audiences, for specific purposes, understanding what the target audience needs to know, and effectively getting this information to them. Projects will disseminate their research findings and work with the other projects in this grant cluster to disseminate cross-cluster findings and publications where appropriate. Projects will disseminate at appropriate times and allocate sufficient time for dissemination activities by faculty and doctoral students.

Grantees will be expected to work throughout the course of their projects with Federal Project Officers, other projects in this grant cluster, and when appropriate, members of the CB T/TA Network to:

- Finalize individual and cluster-wide dissemination goals and objectives;
- Identify and engage with target audiences for dissemination;
- Develop and disseminate summarized/synthesized information about the research study and findings; and
- Submit articles based on the work for publication in leading social work and social science journals.

In order to facilitate communication and dissemination between researchers, policymakers, and program administrators, grantees are required to participate in the following activities:

- Research Briefs and Briefings: The fellows are expected to prepare a 1-2 page brief describing the objectives, hypotheses, and/or findings (when available), and the potential practice or policy implications of their research projects twice during the award, at the beginning and end of the project period. At the beginning of the project period, CB will provide grantees with guidance to support the development of the research briefs. Examples of research briefs can be found on the Office of Planning, Research and Evaluation (OPRE)/ACF website at: <http://www.acf.hhs.gov/progr>

[ams/opre/resource-library](#). In addition, the grantee may be asked to present at research briefings. Work plans/timelines included in the application should reflect time and effort for preparation of research briefs during the course of the project.

- Dissemination Strategy: Grantees are expected to have a strategy for information dissemination, including fostering and strengthening communication and coordination activities with the National Data Archive on Child Abuse and Neglect, Child Welfare Information Gateway, CB grantees, and other relevant and appropriate members of CB's T/TA Network. Information disseminated will include findings from both faculty mentor and student(s) studies.

Funded projects must ensure conformity of all grantee products, publications, web content, and communications material with applicable accessibility standards. Although not required, applicants are strongly encouraged to consider using standards found in Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. 749d) to ensure accessibility. CB reserves the right to secure and distribute grantee products and materials, including copies of journal articles written by grantees about their grant projects. All grantee materials, products, publications, new releases, etc., will include the following notice:

(Funded through the Department of Health and Human Services, Administration for Children and Families, Children's Bureau, Grant # _____. The contents of this publication do not necessarily reflect the view or policies of the funders, nor does mention of trade names, commercial products, or organizations imply endorsement by the U.S. Department of Health and Human Services. This information is in the public domain. Readers are encouraged to copy and share it, but please credit: [grantee name].)

Project Administration

Projects receiving support through this FOA will be administered and led by organizations, faculty, and students with appropriate and sufficient experience to successfully manage a study of this nature, and have specific previous experience and knowledge in the field of child maltreatment. Faculty and students from each participating organization will be clear on their roles and responsibilities related to the study and will dedicate sufficient time to the project throughout the funding period. Faculty and students will ensure that the studies and related study activities progress along a reasonable timeline, and that the project achieves its goals on time and within the proposed budget. All funded projects must be fully functioning according to their stated timeline, within 90 days following the notification of award. Funded projects will rely upon executed Letters of Commitment, Memoranda of Understanding, and Data Sharing Agreements, as appropriate, to guide any collaborative partnerships or data sharing processes being undertaken within the funded project work.

Faculty and student(s) will have a comprehensive mentoring plan which outlines how faculty mentor and student(s) will work together to execute the proposed project; describes how the faculty mentor will oversee and mentor the student(s); and includes information related to how often mentoring meetings and other related activities will occur.

CB expects that, as appropriate, funded projects will establish a mutually beneficial relationship between their work and any other federally supported work planned or underway within their agency or partner agencies.

Project Budget

NOTE: See *Section IV.2, Application and Submission Information/The Project Description/The Project Budget and Budget Justification*, for application instructions.

Funded projects will use their internal accounting procedures and fiscal controls to ensure that funds provided by CB are used in an appropriate and accurate manner. Projects' use of funds will be guided by their proposed and approved budgets, which include detailed information on how and when funds will be expended.

Funded projects will ensure that their costs are reasonable and will account for any activities required by CB, including travel to onsite meetings. Funded projects must allocate sufficient funds in the budget to

support required travel to 2 meetings a year for each year of the project period. Within 3 months after the award, the student(s) and faculty mentor must attend a 2- to 3-day Kick-off Meeting for funded projects, in Washington, DC; and the 2-day Annual Grantees Meeting, usually held in the spring. Additionally, during Year 2, applicants must allocate funds for a second 2- to 3-day meeting for the student(s) and faculty to attend. This meeting will be a peer networking opportunity where the grantee will be expected to present on their work on their project to date.

If the funded institution voluntarily relinquishes their indirect costs, or chooses to apply off-campus research rates, an authorized representative of the institution must submit a written acknowledgement that the indirect costs are being relinquished or a lower rate is being used. This voluntary decision to relinquish indirect costs, or to apply off-campus research rates, will not impact eligibility to submit an application and will not be a factor in objective review.

In the first budget period, the maximum federal share of each project is not to exceed \$100,000 per institution. Each university will be funded for one faculty mentor at a maximum funding level of \$40,000 and up to two doctoral students at a maximum funding level of \$30,000 each. The projects awarded will be for a project period of 24 months.

[i] IOM (Institute of Medicine) and NRC (National Research Council). 2013. *New Directions in child abuse and neglect research*. Washington, DC: The National Academies Press.

[ii] Calculating the Costs of Child Welfare Services Workgroup. (2013). “Cost Analysis in Program Evaluation: A Guide for Child Welfare Researchers and Service Providers.” Children’s Bureau, Administration for Children and Families, U.S. Department of Health and Human Services. September 2013;

Corso, P. S., & Lutzker, J. R. (2006). The need for economic analysis in research on child maltreatment. *Child Abuse & Neglect*, 30, 727-738.;

Goldhaber-Fiebert, J.D., Snowden, L.R., Wulczyn, F., Landsverk, J., & Horwitz, S.M. (2011). Economic evaluation research in the context of child welfare policy: A structured literature review and recommendations. *Child Abuse & Neglect*, 35, 722-740.

[iii] U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children’s Bureau. (2013). *Child maltreatment 2012*. Available from: <http://www.acf.hhs.gov/programs/cb/resource/child-maltreatment-2012>

[iv] U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children’s Bureau. (2013). *Child maltreatment 2012*. Available from: <http://www.acf.hhs.gov/programs/cb/resource/child-maltreatment-2012>

[v] National Scientific Council on the Developing Child. (2012). *The Science of Neglect: The Persistent Absence of Responsive Care Disrupts the Developing Brain: Working Paper 12*.
<http://www.developingchild.harvard.edu>

[vi] U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children’s Bureau. (2013). *Child maltreatment 2012*. Available from: <http://www.acf.hhs.gov/programs/cb/resource/child-maltreatment-2012>

[vii] Child Welfare Information Gateway, 2013

[viii] Child Welfare Information Gateway, 2013

[ix] IOM (Institute of Medicine) and NRC (National Research Council), 2013

[x] IOM (Institute of Medicine) and NRC (National Research Council), 2013

[xi] IOM (Institute of Medicine) and NRC (National Research Council), 2013

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$800,000
Expected Number of Awards:	8
Award Ceiling:	\$100,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$100,000 Per Budget Period

Length of Project Periods:

24-month project with two 12-month budget periods

The initial award will be for a 12-month budget period. In addition to the availability of funds, the award of continuation beyond each 12-month budget period will be subject to satisfactory progress on the part of the grantee, and a determination that continued funding would be in the best interest of the federal government.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, grantees will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A grantee's failure to provide the required matching amount may result in the disallowance of federal funds.**

If the applicant institution voluntarily relinquishes their indirect costs, or chooses to apply off-campus research rates, an authorized representative of the institution must submit a written acknowledgement that the indirect costs are being relinquished or a lower rate is being used. This voluntary decision to relinquish indirect costs, or to apply off-campus research rates, will not impact eligibility to submit an application and will not be a factor in objective review.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is limited to ACCREDITED public, state-controlled, and private institutions of higher education acting on behalf of the faculty mentor and doctoral-level graduate students. Additionally, research foundations that are affiliated with an accredited institution of higher learning are eligible. Eligible U.S. institutions may apply on behalf of their own university faculty who will serve as a mentor and Principal Investigator for an international non-U.S. citizen who is an advanced graduate student enrolled in their program.

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation and **MUST PROVIDE PROOF OF ACCREDITATION** with their application (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>). Research institutions must submit this information for the institution of higher learning to which they are affiliated.

Justification for limiting the competition to accredited public, private, and state-controlled universities and institutions of higher education and to faculty mentors with aforementioned academic credentials is based on the rationale that accredited universities and institutions of higher education provide the infrastructure to support doctoral-level student researchers.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

DUNS Number and System for Award Management Eligibility Requirements (SAM.gov)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the Central Contractor Registry (CCR) on the System for Award Management (SAM.gov, www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant should be made, registration in the CCR at SAM must be active throughout the life of the award. **Finalize a new, or renew an existing, registration at least two weeks before the application deadline.** This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;

- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Application Deadlines

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.3. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper**

applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

IV. Application and Submission Information

IV.1. Address to Request Application Package

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage at <http://www.acf.hhs.gov/grants-forms> and on the Grants.gov Forms page under "424 Family." See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced and in Times New Roman, 12-point font. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of

the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Please do not attach additional documents to the SF-424 at Question 14 and/or after Question 15. Instead of providing a separate response to Question 14, all applicants are required to submit the SF for Project/Performance Site Location(s) (SF-P/PSL). In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. Documents submitted as attachments to the SF-424 will be removed from the application and will not be reviewed.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed later in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

However, ACF understands that all applicants may not have access to this software. Grants.gov offers a listing of several free PDF conversion programs. These programs can be found on Grants.gov by clicking on "Applicants" at the top menu bar and selecting "Applicant Resources" from the drop-down list. Go to the "Technical Support & Self-Help" section and click on "Grants.gov Compatible Software." A link to "PDF Conversion Software" is available in the left-hand menu box. Free PDF software, available on this page, will allow users to convert and merge their PDF documents. As an example, ACF is providing written instructions for downloading and using one type of free software listed at Grants.gov at the following link: https://www.acf.hhs.gov/sites/default/files/assets/pdf995_instructions_for_video.pdf. ACF does not endorse any of the software listed on Grants.gov, and applicants are not required to use a specific type of PDF conversion software to submit an application.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Observe the file naming conventions required by www.Grants.gov. Applicants should name their application files so that the content is easily identified by ACF.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application**

submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation. Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes.**

Addresses for Submission of Paper Applications

See *Section IV.6. Other Submission Requirements* for addresses for paper format application submissions.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The Project Description file must include these items in this order:

1. Table of Contents
2. Project Summary/Abstract (must be single spaced, one page minimum). The project summary/abstract should be carefully developed in accordance with CB's research goals and agenda as described in *Section I*, and incorporate information related to the criteria that will be used to evaluate the applications as described in *Section V.I*. Sections must be carefully labeled to ease reviewers' identification of information relevant to the review criteria. It is strongly encouraged that the project summary/abstract be organized according to the sections presented here. Additional headers and sub-headers may also be used to organize the content of each section.
3. Objectives and Need for Assistance

4. Approach
5. Organizational Capacity
6. Line Item Budget and Budget Justification

The Appendices file must include these items in this order:

1. Proof of Accreditation.
2. Letter of Support from Faculty Mentor.
3. Documentation of Approved Doctoral Dissertation Proposal.
4. Curriculum Vitae for Student(s).
5. Curriculum Vitae for the Faculty Mentor documenting that he/she has a Ph.D. or equivalent in the respective field, conducts research as a primary professional responsibility, and has published or has been accepted for publication in major peer-reviewed research journals as a first or second author.
6. Official Transcript Reflecting Completed Graduate Courses and Status in the Doctoral Program.
7. Additional letters of support, MOUs, and/or data sharing agreements, as appropriate.
8. Certifications and Assurances.
9. Proof of Non-profit Status, if applicable.
10. Third-party Agreements.

Total page limit, inclusive of both files, is 125 pages.

ORGANIZING THE PROJECT DESCRIPTION AND APPENDICES. The applicant must address all requirements listed in *Section IV.2* in their project description. Reviewers will use the specific evaluation criteria in *Section V.1 Application Review Information* of this FOA to review and evaluate each application. Therefore, applicants must organize their Project Description and Appendices in the sequence used in *Section V.1* so that reviewers can readily find information that directly addresses each of the specific review criteria.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications will be available in the application kit posted for this funding opportunity at www.grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at ACF Funding Opportunities Forms at <https://www.acf.hhs.gov/grants-forms> and at Grants.gov <http://www.grants.gov/web/grants/forms.html> by using the link to "SF-424 Family," unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i> . If the information is not available at the time of application, it must be submitted prior to the award of a grant.	Form is available at http://www.hhs.gov/ohrp/assurances/forms/index.html . General information about the HHS Protection of Human Subjects regulations can be obtained at http://www.hhs.gov/ohrp/ . Applicants may also contact OHRP by email (ohrp@csophs.dhhs.gov) or by phone (240-453-6900).

SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites. As a Standard Form (SF), this form is not included in the application's page limitation.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining DUNS number at http://fedgov.dnb.com/webform and registration at SAM.gov at http://www.sam.gov.</p>
Proof of accreditation	Applicants must provide proof of accreditation with their application (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at http://ope.ed.gov/accreditation/Search.aspx).	To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation. Research institutions must submit this information for the institution of higher learning to which they are affiliated.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the

		applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
Certification of Filing and Payment of Federal Taxes	Submission of a certification is required prior to award for grantees receiving more than \$5,000,000 in Federal funding for the first budget year of a multi-year project; or for grantees receiving more than \$5,000,000 in Federal funding for a one-year (12 months) project period; or for grantees receiving more than \$5,000,000 in Federal funding for a multiyear project to be fully funded.	<p>Applicants are advised of the following requirement contained in Section 518 of the "Departments of Labor, Health and Human Services and Education, and Related Agencies Appropriations Act, 2014," (Pub.L. 113-76, Division H).</p> <p>This requirement remains in effect: Sec. 518.</p> <p>None of the funds appropriated or otherwise made available by this Act may be used to enter into a contract in an amount greater than \$5,000,000 or to award a grant in excess of such amount unless the prospective contractor or grantee certifies in writing to the agency awarding the contract or grant that, to the best of its knowledge and belief, the contractor or grantee has filed all Federal tax returns required during the three years preceding the certification, has not been convicted of a criminal offense under the Internal Revenue Code of 1986, and has not, more than 90 days prior to certification, been notified of any unpaid Federal tax assessment for which the liability remains unsatisfied, unless the assessment is the subject of an installment agreement or offer in compromise that has been approved by the Internal Revenue Service and is not in default, or the assessment is the subject of a non-frivolous administrative or judicial proceeding.</p> <p>Accordingly, if applicants request more</p>

than \$5 million in Federal funds for the first budget year of a multiyear project to be funded in FY 2014, or as a multiyear project to be fully funded in FY 2014, the applicant will be required to submit a certification complying with the requirements, prior to receiving an award.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

Part I: The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Funding Opportunity Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Outcomes Expected

Identify the outcomes to be derived from the project. Outcomes should relate to the overall goals of the project as described in *Section I. Funding Opportunity Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

CB expects that these research grants will create new knowledge in the field of child maltreatment research. Applicants should include an explanation of how their study findings will help to grow the research base, and how potential findings may address current gaps in the field.

Objectives and Need for Assistance

The applicant must provide a clear description of how findings from the proposed conceptual framework and individual studies will contribute to CB's goal to strengthen the knowledge base in child maltreatment research, including, but not limited to, the following topics: economic evaluations of interventions to improve outcomes of children and families in or at risk of entering the child welfare system; studies that examine the relationship between neglect and poverty; and studies that examine resiliency and protective factors for children experiencing or at risk of child maltreatment.

CB expects applicants to clearly demonstrate that the proposed studies build upon the most up-to-date knowledge available, and that resulting study findings will be of significance and of substantial interest to the field. Specific information to incorporate under Objectives and Need for Assistance includes:

- *A literature review justifying the proposed studies and the outcomes of interest.* The applicant should briefly discuss previous studies that have been conducted related to the proposed studies, as well as identify gaps in the literature. The literature review should provide a sound justification for the proposed studies. The applicant should be sure to cite relevant, current literature related to this topic.
- *The proposal's conceptual framework.* The applicant should discuss the underlying theoretical framework of the study, and how this connects the individual studies and relates to the project goals and research questions.
- *Specific research questions of interest for each individual study.* The applicant must list the research questions, as well as discuss how they relate to the areas of interest of this FOA and critical issues in child maltreatment research.
- *Significance and implications of the research.* The applicant must describe the proposed project's significance and implications for policymakers, child welfare administrators, and/or the larger field

of child welfare (child abuse and neglect intervention and prevention), as well as how the research project extends our current understanding of the problem/phenomena.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Applicants must outline a study plan for each individual study that describes the scope and detail of how the proposed work will be accomplished, and should account for all functions or activities identified in the application, including:

- *Method and research design for each study.* The applicant should clearly define each study population, expected sample size, how the data will be collected, consent issues, as well as confidentiality of both the participants' responses and the data.
- *Measures.* The applicant should specify the specific measures that will be utilized in each study, as well as the psychometric properties of each measure. The applicant should explain the extent to which the measures to be used are appropriate and sufficient for the questions and the populations being studied.
- *Data analysis plan.* The proposed data analytic plan should be described, as well as a brief justification for how the data analytic plan is appropriate for the research questions for each study.

Applicants must propose a research methodology and study design that is of sufficient rigor to produce results that will strengthen the knowledge base in child maltreatment research and that is realistic and feasible within the 24-month project period. Applicants must provide results of an *a priori* power analysis and, as appropriate, additional information to demonstrate that the proposed sample size is sufficient to answer the range of proposed research questions for the study. Additionally, applicants are expected to present evidence that each study will be of sufficient size and scope to make a significant contribution to the field. The proposed studies should have national implications, and the findings from the studies should together have high probability of significantly advancing theory, policy, and evidence-based practice in the field of child maltreatment.

The faculty and student(s) must include a clear and detailed description of their study methodologies to be used and must provide sufficient and clear information on plans for collecting and analyzing data.

Applicants should describe any unusual features of each study, such as design, technological innovations, reductions in cost or time, or other extraordinary features.

For each study, applicants must cite factors that may accelerate or decelerate the proposed work and should state the reasons for taking the proposed approach to the study rather than other approaches. Applicants must specify how the researchers will gain access to the necessary organizations, participants, and data sources needed for the project. Applicants must provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

The applicant must include in the study plans a description of how they will obtain IRB approval from one or, if needed, multiple agencies, including defining the process to be followed and a potential timeline. For studies involving primary data collection, potential study participants, including children and youth who have experienced or are at risk of experiencing maltreatment, represent a vulnerable population that may

require specific considerations to be taken when designing and enrolling participants into studies. The applicant must clearly demonstrate that the proposed study design would be culturally responsive to the diverse and potentially vulnerable populations included in the study. Proposed measures to be used in the study should be appropriate for this population.

Faculty and student(s) must outline and describe plans related to how faculty mentor and student(s) will work together to execute the proposed project. The plan must describe how the faculty mentor will oversee and mentor the student(s). The plan should include information related to how often mentoring meetings and other related activities will occur.

Dissemination

Applicants must present a detailed and sound dissemination plan, addressing the dissemination factors described in this FOA, for strategically and effectively disseminating project information, projects, and findings. This must include plans to share information and knowledge generated by these research studies with the field and efforts to integrate project knowledge into policy and practice. Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include, but are not limited to:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- Development and dissemination of summarized/synthesized information about the research study and findings;
- Presenting at a minimum of two conferences; and
- Submission articles based on the work for publication in leading social work and social science journals.

Organizational Capacity

Applicants must document the researcher qualifications and organizational capacity to implement the studies proposed within the project period, including documentation of experience and expertise. Information to be provided may include:

- Organizational charts;
- Contact persons and telephone numbers;
- Documentation of experience in the study area; and
- Any other pertinent information the applicant deems relevant.

Applicants must provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution. Applicants must include a comprehensive management plan for achieving goals of the proposed study on time and within budget. The management plan must include information detailing the roles and responsibilities of each participating staff member and/or partnering organization.

Applicants should provide curriculum vitae for the faculty mentor, doctoral student(s) and any other. Applicants must include documentation of an approved doctoral dissertation proposal. Applicants should provide resumes for any additional key person appointed. Job descriptions for any vacant key positions should be included as well. As new key staff is appointed, biographical sketches or resumes will also be required. The applicant must demonstrate that the proposed faculty mentor and doctoral student(s) possess sufficient relevant knowledge and experience to effectively implement and manage a study of the proposed size and scope. Applicants must also provide information indicating that all key staff will have an appropriate time commitment to the proposed project. If appropriate, applicants must demonstrate that there would be a mutually beneficial relationship between the proposed project and other work planned, anticipated, or underway with federal assistance by the applicant. The applicant provides evidence that their organization, and any partnering organizations, have relevant experience and expertise with

administration, development, implementation, management, and evaluation of programs similar to that offered under this FOA and evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively.

Applicants must submit the following documents as described below:

- To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation and MUST PROVIDE PROOF OF ACCREDITATION with their application (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>). If the applicant is a research institution, proof of accreditation must be provided for the institution of higher education with which it is affiliated.
- Letter of Support from Faculty Mentor: The doctoral students' faculty mentor must submit a letter of support stating that he/she approves the application and describing how he/she will regularly monitor the students' work. In addition, the letter must verify (a) the students' status in the doctoral program, (b) that the grant will be used to fund the students' dissertation research, and (c) that the student is within 2 years or less of completing his/her dissertation. The faculty mentor must submit a separate letter of support for each doctoral student.
- Documentation of Approved Doctoral Dissertation Proposal: The graduate student is expected to have an approved dissertation proposal by the due date for the grant application. Evidence of this approval should be submitted with the proposal. Sufficient proof would include a departmental form signed by committee members or another departmental administrator attesting to the fact that the student's dissertation proposal has been approved. Alternatively, a form or letter describing some other process that is equivalent to establishing this doctoral status would suffice. If the student does not have an approved dissertation proposal (or have this status) at the time of application, the application should include a statement of assurance that the proposed research plan will be approved prior to September 30, 2014 (i.e., when the funding for this program would begin). Please refer to the information above regarding what should be included in the letter of support from the student's faculty mentor. In summary, if CB does approve the application for an award, the award will depend on written confirmation prior to an award that: (a) the dissertation proposal/plan has been officially approved by the university/department, and (b) if the proposal had not been approved at the time of the application, that the scope and approach of the research has not changed substantively from what was proposed in the application.
- Additional Letters of Support, Memorandums of Understanding and/or data sharing agreements as appropriate, from relevant personnel from state or local agencies: If the research project involves data collection within an agency/organization the applicant must have established a collaborative partnership with the program(s). The establishment of a collaborative partnership is required if the applicant is proposing research that involves collecting program data. This partnership should be evident in the research proposal, and at a minimum, in signed letters of support from the participating program.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement:

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation and **MUST PROVIDE PROOF OF ACCREDITATION** with their application (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>). If the applicant is a research institution, proof of accreditation must be provided for the institution of higher education with which it is affiliated.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2014 (Pub.L. 113-76), enacted January 17, 2014, limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the Federal Executive Pay scale is \$181,500 (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/pdf/2014/EX.pdf>). This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties to the applicant organization. This salary limitation also applies to subawards/subcontracts under a ACF grant or cooperative agreement.*

Provide a budget justification using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for each year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

Applicants must allocate sufficient funds in the budget to support required travel to 2 meetings a year for each year of the project period. Within 3 months after the award, the student(s) and faculty mentor must attend a 2 to 3 day Kick-off Meeting for funded projects, in Washington, DC.; and the 2-day Annual Grantees Meeting, usually held in the spring. Additionally, during year 2, applicants must allocate funds for a second 2 to 3 day meeting for the student(s) and faculty to attend. This meeting will be a peer networking opportunity where the grantee will be expected to present on their work on their project to date.

If the applicant institution voluntarily relinquishes their indirect costs, or chooses to apply off-campus research rates, an authorized representative of the institution must submit a written acknowledgement that the indirect costs are being relinquished or a lower rate is being used. This voluntary decision to relinquish indirect costs, or to apply off-campus research rates, will not impact eligibility to submit an application and will not be a factor in objective review.

In the first budget period, the maximum federal share of each project is not to exceed \$100,000 per institution. Each university will be funded for one faculty mentor at a maximum funding level of \$40,000 and up to two doctoral students at a maximum funding level of \$30,000 each. The projects awarded will be for a project period of 24 months.

The applicant provides a copy of its organization's fiscal control and accountability procedures.

General

Use the following guidelines for preparing the budget and budget justification. When a match or cost share is required, both federal and non-federal resources must be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which the applicant is applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent: annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the

applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 10/31/2015. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/organization-registration.html>.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. Agency Contacts will determine whether the submission issues are due to Grants.gov system errors or user error.**

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection

email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time stamp. Only those applications with on-time date and time stamps that result in a validated application, which are transmitted to ACF, will be acknowledged.

Applicants will be provided with an acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Systems Issues

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at <http://www.acf.hhs.gov/grants> under "Grants Related Information."

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. Agency Contacts* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov **may only be used to request an exemption from**

required electronic submission. All other inquiries must be directed to the appropriate Agency Contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.3. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is now required for the submission of paper applications. See the preceding section on "Request an Exemption from Required Electronic Application Submission."

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.6.* of this announcement for address information for paper format application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* in this announcement.

IV.3. Submission Dates and Times

Due Date for Applications: **06/09/2014**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered

late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at:
http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for mailed paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.6. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACF may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Note: Costs incurred for grant application preparation are not considered allowable costs under an award and may not be included in the project budget or budget justification.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

CB Operations Center

c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209

Hand Delivery
CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard
Suite 900
Arlington, VA 22209

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3*. Submission Dates and Times.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 20

In reviewing the objectives and need for assistance, reviewers will consider the extent to which:

1. The application demonstrates an understanding of the goals and objectives of this FOA.
2. The proposed project will contribute to achieving the goals stated in this FOA.
3. The application is clearly written, organized, and provides appropriate detail to gain a full understanding of the proposed project, including the conceptual framework and proposed studies.
4. The application contains a current and comprehensive literature review that delineates gaps in existing literature and strongly supports the need for the studies.
5. The applicant outlines clear and specific research questions and how they are linked to CB's mission and the purpose of this FOA.
6. The applicant presents a clear and well-supported conceptual framework for the proposal that

- connects the research goals of the individual studies.
7. The application clearly describes how the proposed project will contribute new knowledge to the field of child maltreatment research, specifically within the proposed topic area of interest.
 8. The application describes how the results of the proposed studies would benefit child welfare policy and/or practice and advance the science of child maltreatment research.

APPROACH

Maximum Points: 50

In reviewing the approach, reviewers will consider the extent to which:

1. The applicant presents a clear and detailed description of the study plan for each study that adequately describes how the proposed work (method and research design, measures, and data analysis plan) will be accomplished, and that is realistic and feasible, within the 24-month project period.
2. The applicant proposes a rigorous and innovative methodology and research design for each study, which are appropriate to the study population(s) and proposed research questions.
3. The application includes sufficient and clear information on plans for collecting and analyzing data. The application specifies how the researchers will gain access to the necessary organizations, participants, and data sources needed for the project.
4. The application includes sufficient and clear information on plans for collecting and analyzing data.
5. The application specifies the measures to be used for the planned research, as well as their psychometric properties. The application demonstrates that the measures to be used are appropriate and sufficient for the questions and the population being studied.
6. The applicant includes results from an *a priori* power analysis and other relevant information which demonstrates that the proposed sample size is sufficient to answer the range of proposed research questions for the study, especially for longitudinal studies and studies involving *a priori* subgroups of interest.
7. The application provides a reasonable timeline for the proposed research studies including major milestones and target dates. The application should describe factors that could speed or hinder a study's proposed timeline and explain how these factors would be managed.
8. The application describes study designs that are culturally responsive to the study population.
9. There is a sound plan for ensuring compliance with regulations and procedures pertaining to confidentiality and careful handling of information on individuals, families, and data; securing informed consent; and implementing an IRB review, if applicable.
10. The applicant presents a detailed and sound dissemination plan, addressing the dissemination factors described in this FOA, including production of required material such as research briefs, briefings, and dissemination strategies, for effectively disseminating project information, products, and findings.
11. The applicant proposes a sound, workable mentoring plan, including how often meetings and other related activities between the mentor and doctoral candidate(s) will occur.
12. The applicant demonstrates a thorough understanding of the challenges of the proposed studies. The applicant provides a sound plan explaining how the project would successfully overcome these challenges.
13. If applicable, the application includes Letters of Commitment, Memoranda of Understanding, and/or Data Sharing Agreements from organizations, agencies, and/or consultants that will be partners, subcontractors, or collaborators in the proposed project.

ORGANIZATIONAL CAPACITY

Maximum Points: 20

In reviewing the organizational capacity, reviewers will consider the extent to which:

1. The applicant's organization (institution of higher education or research institute) and any partnering organizations have the collective experience and expertise in child maltreatment research, and in the administration, development, and management of similar research projects.
2. The faculty mentor and doctoral candidate(s) possess the research expertise necessary to conduct the studies of the proposed size, scope, and complexity. This is demonstrated in the application, as well as information contained in their biographical sketches and/or curriculum vitae, including relevant background, experience, and training on related research or similar projects.
3. The faculty mentor has earned a doctorate or equivalent in a relevant field and has first or second author publications in peer-reviewed research journals. The doctoral student(s) are in the appropriate stage in their dissertation and are considered in good academic standing at their university.
4. There is a sound management plan for achieving the objectives of the proposed project on time and within budget, including clearly defined responsibilities, timelines, and milestones for accomplishing project tasks and ensuring quality. The plan clearly defines the role(s) and responsibilities of the lead agency. The plan clearly describes the effective management and coordination of activities carried out by any partners, subcontractors, and consultants (if applicable).

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

In reviewing the budget and budget justification, reviewers will consider the extent to which:

1. There is a detailed narrative budget justification for each year of the project. The costs of the proposed project are reasonable and appropriately allocated, in view of the activities to be conducted and expected results and benefits.
2. There is evidence that the applicant's fiscal controls and accounting procedures would ensure prudent use, proper and timely disbursement, and accurate accounting of funds received under this FOA.
3. The budget includes adequate funds for student(s) and faculty mentor to participate in the required meetings.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dnb.com) and an active registration at SAM (www.sam.gov). See *Section III.3. Other*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this funding opportunity announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three

reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

To be eligible to administer the grant on behalf of the student, the institution must be fully accredited by one of the regional accrediting commissions recognized by the Department of Education and the Council for Higher Education Accreditation and MUST PROVIDE PROOF OF ACCREDITATION with their application (e.g., letter from the Higher Learning Commission or the Office of Post-Secondary Education ID (OPE ID) number, which can be found at <http://ope.ed.gov/accreditation/Search.aspx>). Research institutions must submit this information for the institution of higher learning to which they are affiliated.

If proof of accreditation is not submitted prior to award, the applicant will be deemed ineligible and will not be funded.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

Applications will be reviewed during the summer 2014. Funded projects will have a start date no later than September 30, 2014.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NOA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NOA will be signed by the Grants Officer and transmitted via postal mail or email. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NOA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR § 74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 CFR § 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the Federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely end* before the other program begins.

A faith-based organization receiving HHS funds retains its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its

board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS-funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations>. Additional information, resources, and tools for faith-based organizations is available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html> and at the <https://www.acf.hhs.gov/programs/ocs/resource/capacity-building-toolkits-for-faith-based-and-community-organizations>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. § 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/grants/award-term-and-condition-for-trafficking-in-persons>. If you are unable to access this link, please contact the Grants Management Contact identified in *Section VII. Agency Contacts* of this announcement to obtain a copy of the term.

Requirements for Drug-Free Workplace

The Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government-wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR § 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR § 382.225. The rule is available at <http://www.gpo.gov/fdsys/pkg/CFR-2001-title45-vol1/content-detail.html>.

Debarment and Suspension

HHS regulations published in 2 CFR Part 376 implement the governmentwide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award. Grantees may decide the method and frequency by which this determination is made and may check the Excluded Parties List System (EPLS) located at <https://www.sam.gov>, although checking the EPLS is not required. More information is available at <https://www.acf.hhs.gov/grants-forms>.

Pro-Children Act

The Pro-Children Act of 2001, 20 U.S.C. §§ 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted

for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Freedom of Information Act (FOIA)

Applications funded by federal grant programs are subject to disclosure under the Freedom of Information Act (FOIA), 5 U.S.C. § 552. Such applications are frequently requested under the FOIA, consistent with the FOIA's requirement to proactively disclose frequently requested materials at 5 U.S.C. § 552(a)(2)(D). Each released application will receive appropriate redaction of specific information to protect personal privacy and competitively sensitive commercial information. Information on filing a FOIA request is available at <http://www.acf.hhs.gov/submit-a-foia-request>.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. For awards that implement the use of the SF-PPR, that form may be found under "Reporting" at <https://www.acf.hhs.gov/grants-forms>

Federal Financial Reports (FFR)

As of February 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short

Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the ACF will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and at <https://www.acf.hhs.gov/grants-forms>. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, ACF reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 CFR Part 170. See ACF's Award Term for Federal Financial Accountability and Transparency Act (FFATA) Subaward and Executive Compensation Reporting Requirement implementing this requirement and additional award applicability information at <https://www.acf.hhs.gov/grants/discretionary-competitive-grants>.

Tangible Property Report (SF-428)

As of April 1, 2012, the Administration for Children and Families began requiring the use of the Tangible Personal Property Form (SF-428) .

The **SF-428** is a standard form used by awarding agencies to collect information related to tangible personal property (equipment and supplies) when required by a federal financial assistance award. The form consists of the cover sheet, SF-428, and three attachments to be used as required: Annual Report; Final (Award Closeout) Report and a Disposition Request/Report. A Supplemental Sheet, SF-428S, may be used to provide detailed individual item information.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

Real Property Status Report (SF-429)

Beginning with budget periods ending September 30, 2012, and for all budget periods thereafter, all ACF grantees are required to submit the SF-429 report(s) as frequently as required in the terms and conditions of their award(s).

The **SF-429** is a standard report used by recipients of federal financial assistance to report real property status (Attachment A) or to request agency instructions on real property (Attachments B, C) that has been/will be provided as Government Furnished Property (GFP) or acquired (i.e., purchased or constructed) in whole or in part under a federal financial assistance award (i.e., grant, cooperative agreement, etc.). This includes real property that was improved using federal funds and real property that was donated to a federal project in the form of a match or cost share donation. This report is used for awards that establish a federal interest on real property.

The form is available under "Reporting" at <http://www.acf.hhs.gov/grants-forms> and at http://www.whitehouse.gov/omb/grants_forms.

VII. Agency Contacts

Program Office Contact

Dori Sneddon
Children's Bureau
CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Office of Grants Management Contact

Robin Bunch
Administration for Children and Families
Office of Grants Management, Division of Discretionary Grants

CB Operations Center
c/o LCG, Inc.
1400 Key Boulevard, Suite 900
Arlington, VA 22209
Phone: (888) 203-6161
Email: CB@grantreview.org

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hsgsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page at <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](https://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms.html>. See "SF- 424 Family."

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

The *Federal Register* <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

United States Code (U.S.C.) <http://www.gpo.gov/fdsys/>. See link under "Featured Collections."

Application Checklist

What to Submit	Where Found	When to Submit
Protection of Human Subjects Assurance Identification/IRB Certification/Declaration of Exemption (Common Rule)	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications.</i></p> <p>Additional information and necessary forms are available at http://www.hhs.gov/ohrp/assurances/forms/index.html.</p>	<p>Submission of the required information and forms is due with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.3. Submission Dates and Times</i>. If the information is not available at the time of application, it must be submitted prior to the award of a grant.</p>
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
Letters of Support	Referenced in <i>Section IV.2. The Project Description.</i>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>

The Project Description	Referenced in <i>Section IV.2. The Project Description.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section III.3. Other</i> in the announcement.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	<p>Submission is required in addition to submission of SF-424A or SF-424C.</p> <p>It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p>
Table of Contents	Referenced in <i>Section IV.2. The Project Description.</i>	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description.</i>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3.</i></p> <p>If not available at the time of application submission, due by the time of award.</p>

<p>Certification of Filing and Payment of Federal Taxes</p>	<p>Referenced in <i>Section IV.2. Forms, Assurances, and Certifications</i> of the announcement.</p> <p>The Certification may be found at http://www.acf.hhs.gov/grants-forms</p>	<p>If applicable to the applicant, it must be submitted prior to the award of a grant.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i>.</p> <p>Do not attach required application elements or additional pages to the SF-424 at Questions 14 or 15! See Section IV.2. Formatting ACF Applications.</p>
<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>If submission of this form is applicable, it is due at the time of application.</p> <p>If it not available at the time of application, it may also be submitted prior to the award of a grant.</p>

	<p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.acf.hhs.gov/grants-forms and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.
Proof of accreditation	Referenced in Section IV.2, The Project Description/Additional Eligibility Documentation.	Submission is due with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.